

26 JUN 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 23 June 1967

1. External Placement: Messrs. Jerry Morgan and Don Ingram of Sagner, Inc., Frederick, Maryland, visited our External Placement Officer seeking assistance in filling some of their job requirements.

Sagner, Inc. is in the men's apparel manufacturing business with factories in Pennsylvania, Maryland, New York, and Puerto Rico and sales forces in New York, Chicago, St. Louis, Atlanta, and Los Angeles. They are beginning to break into the international field.

This company will have a need for sales and marketing people. They are interested primarily in young people and see little prospect for utilizing the talents of retirees.

2. Cooperative Education Program:

a. Two Cooperative Education students employed in the Office of Communications graduated from college this spring and have accepted full-time employment with us. A third co-op student in the Office of Communications is weighing our offer against entering the Air Force as a career officer.

b. Letters have been sent to appropriate university Cooperative Education coordinators outlining the requirements of the Technical Services Division. TSD is interested in acquiring six Electrical Engineers, six chemists, and four Mechanical Engineers.

c. Co-op Score Card:

<u>NPIC</u>	<u>Co-Op</u>	<u>Summer Intern</u>
In Work Status	9	5
In Study Status	3	0
PHE's Received:		
In Process	9	6
Under Consideration	2	0
PHE's Given, Not Received	5	0

<u>OCS</u>	<u>Co-on</u>	<u>Summer Intern</u>
In Work Status	3	-
In Study Status	0	-
PHE's Received:		
In Process	7	-
Under Consideration	0	-
PHE's Given, Not Received	2	-
 <u>COMMO</u>		
In Work Status	8	-
In Study Status	8	-
 <u>CHINA STUDY INTERNS</u>		
On Duty	-	4
Cleared to Report	-	1

3. DDE Training Committee: Messrs. [REDACTED] met this week to establish a course of action for the DDE Training Committee. Initially, Mr. [REDACTED] will gather syllabi on the support courses which will satisfy further the training objectives and the hour-by-hour use of the training time. We plan tentatively to set up a four-phase approach in this chronological order; namely, support courses, support portions of other courses, external training, and in-office courses. As soon as we have syllabi to work on, we will send a memorandum to Office Heads advising them that the Committee is in business, set up a schedule of meetings, and solicit input and naming of representatives.

4. Service Emblem: The notice announcing the criteria for the Exceptional Service Emblem has been authenticated and is now at the printers.

5. Fringe Benefits for Contract Employees: We are extremely pleased at the reaction given by Agency offices to the news of the new ruling extending retirement and insurance benefits to U. S. citizen contract employees. Support personnel are as enthusiastic as we are about the significance of these benefits.

/s/ Emmett D. Echols

Distribution:

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Emmett D. Echols  
Director of Personnel

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